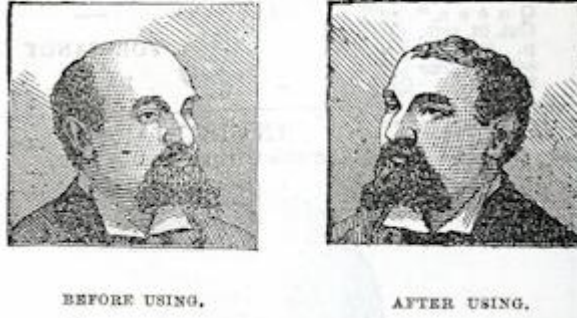


# BALDNESS IS CURABLE



## Metadata Guidelines for the Patent Medicine Trade Cards Collection Claudia Horning & John Riemer

December 3, 2008

### History

This collection consists of almost 250 trade cards and short brochures advertising various patent medicines. Patent medicine is the somewhat misleading term used to describe various medical compounds sold under a variety of names and labels; they were for the most part actually trademarked medicines, not patented.

The trade cards are small, colorfully illustrated advertising cards advertising particular medicines and their purported cures. The illustrations often have little to do with any of the ailments described in the text.

The term “patent medicine” dates to the 17<sup>th</sup> century, when European royalty would issue *letters patent* authorizing use of the royal endorsement in advertising. The golden age of patent medicines in the U.S. was the 19<sup>th</sup> century, and the industry began to unravel with the passage of the first Pure Food and Drug Act in 1906. The Act required the manufacturers of these medicines disclose when they contained narcotics, alcohol, and other substances, and curbed some of their more extravagant claims. Not until 1936 were most patent medicines banned. Some products that date from this era are still available, but the manufacturers have changed their ingredients and/or revised their claims concerning the product’s benefits.

## Metadata Guidelines: Introduction

In the Digital Library Collection System (DLCS), the descriptive data and the image(s) comprise one record. The Cataloging & Metadata Center is responsible for the descriptive and rights metadata for each trade card and the Digital Library Program is responsible for the technical metadata.

The *Metadata Data Elements & Procedures* table below should be used as a general guide and procedure for inputting data into DLCS for the Patent Medicine Trade Cards collection. The fields below are in the same order as they appear in the DLCS.

### Patent Medicine Trade Cards Collection in DLCS (Login Procedures)

URL: <http://digital2.library.ucla.edu/dlcs>

Username: [your full email address]

Password: [let Claudia or John know if you can't remember your password]

*After gaining access, then*

Choose: Patent Medicine Cards [and click Submit button]

DLCS accounts for Cataloging and Metadata Center staff are in the category of "Data Entry." A data entry account allows the user to create and delete descriptive metadata and to create, edit and delete control values. If there are any problems with your account, please contact Claudia Horning (or John Riemer if Claudia is not available).<sup>1</sup>

### Changes in DLCS

DLCS now supports both IE and Firefox. There have been other cosmetic and substantive changes to DLCS. Each item record has been split into tabs. Editing should be done on the Metadata Record tab. You can view the item from the Media Content tab. The system also returns error messages (for example, if you forget to qualify a field), and alerts you if you have timed out. As before, please notify Claudia if you experience recurring problems with the system.

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<sup>1</sup> If you forget your password, Claudia Horning or John Riemer can reset it for you, with assistance from.DLP.

## Metadata: Data Elements & Procedures (Also see Sample Record following)

| Data Element                       | Notes & Examples   |
|------------------------------------|--|
| <p><b>Title</b></p>                | <p><i>All titles must be qualified.</i> Add the appropriate qualifier of either [inscribed] or [descriptive] following the title, if it is not already present. Title is not repeatable. Use <b>Alternate Title</b> for variants.</p> <p>Avoid using initial articles.</p> <p>The title has been supplied by students working for the Digital Library Program. Use cataloger's judgment in deciding whether to keep or change the title.</p> <p><b>Transcribing Titles:</b><br/>Generally prefer using selected text inscribed on the card for the Title, but use your judgment.</p> <ul style="list-style-type: none"> <li>➤ Select words found on card as a formal title (if no wording is suitable for such a title, devise a title as instructed below).</li> <li>➤ Transcribe titles with the capitalization and punctuation found on card (do <b>not</b> add ISBD punctuation). Always capitalize the name of the company and/or medication, if those are included in the title (e.g. Allen's Root Beer Extract, Pozzoni's Powder, etc.).</li> <li>➤ Omit initial articles.</li> <li>➤ Currently DLCS does not support qualifiers for Title. For transcribed titles, add following the transcribed Title: [inscribed]</li> </ul> <p><b>Devising Titles:</b><br/>When there is no text on the card, or when the text is not suitable for a title, devise a title:</p> <ul style="list-style-type: none"> <li>➤ Devise a brief descriptive title including identification of subjects depicted (i.e., objects, events, activities). Capture both aspects of subject in devised titles, i.e. "of" and "about."</li> <li>➤ Add following the devised Title: [descriptive]</li> </ul> |
| <p><b>Alternate Title</b></p>      | <p>Use to record variant forms of the title (i.e. a portion of the title, an alternate form of a word in the title, etc.).</p>   |
| <p><b>Alternate Identifier</b></p> | <p>Please do <b>not</b> use, edit, or delete this field.</p>   |
| <p><b>[Identifier]</b></p>         | <p>Automatically supplied. The distinctive, final part of the URL is assigned internally and displayed on the Item Summary tab of the record. (The full URL is an ARK, or Archival Resource Key.)</p>  |
| <p><b>Subject</b></p>              | <p><b>Subject</b> is a controlled element in the Patent Medicine Cards collection. This means that all values for this element must be selected from the drop down menu on the data entry screen for an item. If the value you want to assign is not available in the drop down, you will need to add the value to the project using the "Control Values" link on the top navigation bar. See <b>Appendix</b> for instructions.</p> <p>Perform subject analysis of the card contents to determine the most appropriate headings and terms. Add subject headings from all three</p>   |

thesauri listed below, as appropriate. Choose a qualifier from the dropdown menu:

- **conceptTopic** (about)
- **descriptiveTopic** (of)
- **personalName**
- **corporateName**
- **geographicPlace**

1. Use TGM I for indexing the images depicted in the card, covering both “ofness” & (non-medical) “aboutness.”

**TGM I**

<http://www.loc.gov/rr/print/tgm1/>

Example: **Subject.descriptiveTopic:** Sidewalks

If no appropriate term is available in TGM I, assign subjects and code SOURCE for controlled vocabulary as “local.”

2. Use LCSH and MeSH to index the overall medical- or drug-related “aboutness” of the card.

**LCSH**

<http://authorities.loc.gov/>

Example: **Subject.conceptTopic:** Pain—Treatment.

**Always** assign the following LCSH heading, unless the card does not concern the subject of patent medicine:

**Subject.conceptTopic:** Patent medicines.

**MeSH**

<http://www.nlm.nih.gov/mesh/MBrowser.html>

Example: **Subject.conceptTopic:** Pain—prevention & control--Advertisements.

There are no free-floating subdivisions in MeSH, as there are in LCSH. Use only the subdivisions (e.g. -drug therapy, --therapeutic use, --prevention & control, etc.) that are appropriate for specific MeSH headings.

**All** MeSH subject headings should be followed by the Publication Type *Advertisements*.

**Always** assign the following MeSH heading, unless the card does not concern the subject of patent medicine:

**Subject.conceptTopic:** Drugs, Non-Prescription--Advertisements.

Also consider assigning the appropriate MeSH heading for the type of preparation (e.g. Ointments, Tablets, Pharmaceutical Solutions, etc.)

3. It is not likely that any of these cards will need subject assignments for either name or geographic headings. However, if the need

|                           |  |
|---------------------------|--|
|                           | <p>arises, use LCNAF. Formulate headings not represented in LCNAF according to AACR2R, coding the Source as “local.”</p> <p>For all thesauri, when adding subdivisions, close up the spaces on each side of the double hyphens (e.g. <i>Phenol--therapeutic use</i>).</p> <p>See <b>Appendix</b> on how to “Control Values” in order to set up/create new terms for use.</p> <p>(DLCS enhancement: On the data entry screen, it is now possible to see the Source appended to the end of most headings. For longer headings, the Source of the term is still not visible.)</p>   |
| <p><b>Name</b></p>        | <p>This element is both qualified and controlled.</p> <p>Each instance of this field will consist of two parts. One is the name (the value) of the person/body associated with the work; the other is the relator term (the qualifier) that describes the role the person/body played in the creation, design, production, etc. of the work. Both operate using pull-down menus.</p> <ul style="list-style-type: none"> <li>➤ Use the LC Authority File to check the form of both personal and corporate name headings.</li> <li>➤ Construct the Name according to AACR2R when no authorized form exists, coding the Source as local.</li> <li>➤ Omit subfield codes and delimiters (e.g. \$d, etc.) that would be used in MARC21 data, but retain punctuation.</li> </ul> <p>If the name you need to enter is not available on the data entry screen in the drop down for name, you will need to add the control value and enable it for the Patent Medicine collection. See <b>Appendix</b> for instructions.</p> <p>To record the role for a Name, use the box at the left. Pull down the list under “Please select qualifier ...”</p> <ul style="list-style-type: none"> <li>➤ The authorized list of roles is the “MARC Code List: Part I: Relator Codes.” This list includes helpful definitions and can be found at <a href="http://www.loc.gov/marc/relators/relators.html">http://www.loc.gov/marc/relators/relators.html</a></li> <li>➤ For relator codes needed that are not in the DLCS pull-down list, they can be added by DLP programmers, via a request to Claudia.</li> </ul> <p>For each card please add:</p> <p style="padding-left: 40px;"><b>Name.repository:</b> Louise M. Darling Biomedical Library. History &amp; Special Collections</p> <p>Select from the list of roles terms such as the following when the information is available on the card: artist, creator, designer, manufacturer, printer, publisher, etc.</p> |
| <p><b>Description</b></p> | <p>Use <b>Description.note:</b> to provide a concise description of the card and to record contents, both “ofness” and the “aboutness” of the card—especially</p>  |

|                  |   |
|------------------|---|
|                  | <p>when these might not be fully addressed through the use of controlled vocabularies (TGM, LCSH, MeSH). Some guiding questions: <i>What is (are) the image(s) of? What does it (do they) suggest?</i></p> <p><b>Description.inscription</b> will contain some or all of the wording found on card. Please proofread the supplied wording carefully, and correct any errors. Use judgment in deciding whether or not to transcribe additional card text. Provide a translation of transcribed text where appropriate.</p> <p>If wording from the card was used for the title, do not repeat that wording in the <b>Description.inscription</b> field.</p> <p>Precede notes with labels suggested here, when appropriate:</p> <ul style="list-style-type: none"> <li>➤ <b>Additional card text:</b></li> <li>➤ <b>Translated card text:</b></li> <li>➤ <b>Translated additional card text:</b></li> </ul> <p>The <b>Additional card text</b> label should be used if some part of the text was extracted as a Title or Alternate title.</p> <p>Also add the following note to every record:<br/> <b>Description.note:</b> Original trade card forms part of: Collection no. 311, History &amp; Special Collections for the Sciences, Louise M. Darling Biomedical Library, UCLA.</p> <p><b>NOTE:</b> We cannot control the order in which separate Description fields display in the record as a whole. However, the text within any particular Description field will display in the order it is entered.</p> |
| <b>Publisher</b> | <p>This field is used only to record the place of origin for the card. The publisher itself, if one is present, should be recorded in Agent, as <b>Name.publisher</b>.</p> <p>Example: <b>Publisher.placeOfOrigin:</b> Auburn (Me.)</p> <p>The value you enter here should be according to AACR2R (i.e. the LCNAF form), as opposed to the value for <b>Coverage.geographic</b>, which should use the name of the country of origin.</p>  |
| <b>Date</b>      | <p>Always supply a <b>Date.publication</b> and a <b>Date.normalized</b>.</p> <p>If there is a <b>Date.creation</b> field in your record, you will need to move that information to a <b>Date.publication</b> field, and delete the <b>Delete.creation</b> field.</p> <p><b>Date.publication:</b> Provide the publication or copyright date in this field.</p> <p>Example: <b>Date.publication:</b> 1889</p> <p>Example: <b>Date.publication:</b> c1888</p> <p>If the date is not present on the card and consequently is taken from other sources or inferred, supply the estimated date or date range in brackets.</p> <p>Example: <b>Date.publication:</b> [1903?]</p>  |

|                 |   |
|-----------------|---|
|                 | <p>Record the date of publication (or the range of possible dates).</p> <p>If there is no date or date range that can be supplied or inferred, use the following range of dates:<br/> Example: <b>Date.publication:</b> [between 1870 and 1906?]</p> <p><b>Date.normalized:</b> Also supply the date information in the form of a normalized date. <b>Date.normalized</b> is based on the ISO 8601 standard, which provides dates in the format YYYY-MM-DD. The advantage of the latter is that dates in normalized format are more readily manipulated by machines for searching and limiting. Do <b>not</b> use square brackets or question marks in the <b>Date.normalized</b> field.</p> <p>Example: <b>Date.publication:</b> 1889<br/> Example: <b>Date.normalized:</b> 1889</p> <p>Example: <b>Date.publication:</b> [between 1870 and 1906?]<br/> Example: <b>Date.normalized:</b> 1870/1906</p> |
| <b>Type</b>     | <p>Supply the appropriate <b>Type.genre</b> field from AAT for the original object:</p> <p><b>Type.genre:</b> Trade cards [for most cards]<br/> <b>Type.genre:</b> Brochures [for the longer booklets]</p> <p>The data entry screen will be pre-populated with the following <b>Type.typeOfResource</b> field :<br/> <b>Type.typeOfResource:</b> still image [from MODS, for digital object]<br/> Do <b>not</b> edit or delete this field.</p>  |
| <b>Format</b>   | <p><b>Format.dimensions</b> was used to record the size of the original card in metric units, as captured during the digitization process. Do not convert metric units into U.S. units for this project.</p> <p><b>Format.medium</b> was used to provide a physical description of the card. Move that information to a new <b>Format.extent</b> field, and then delete the existing <b>Format.medium</b> field. Edit the new <b>Format.extent</b> field as necessary if describing a brochure rather than a card.</p>  |
| <b>Language</b> | <p>This is a repeatable field. Provide codes for all languages used in card text in the form of the 3-character abbreviation. Use the MARC Code List for Languages at <a href="http://www.loc.gov/marc/languages/langhome.html">http://www.loc.gov/marc/languages/langhome.html</a></p> <p>Example: <b>Language:</b> eng</p> <p>If there is no linguistic content on a card, use code zxx.</p>  |
| <b>Coverage</b> | <p>For this project, <b>Coverage.geographic</b> is being used to provide browsing by the country of origin for the card. For most cards, it is likely the value will be United States, but there may be some cards from other countries.</p> <p>Example: <b>Coverage.geographic:</b> United States</p>  |
| <b>Rights</b>   | <p>This element is both qualified and controlled.</p>   |

Any card published in the U.S. prior to 1923 is considered to be in the public domain. If there is evidence that a card was published after 1923 or in another country, please consult with Claudia. For all other cards, add a **Rights.copyrightStatus** field of *pd*.

Also add a **Rights.publicationStatus** of *published* to all cards.

## Sample Record

|                          |   |
|--------------------------|---|
| Title                    | Use Kilbourne's Pain Stop [inscribed]   |
| AltTitle                 |   |
| <b>inscribed</b>         | Kilbourne's Pain Stop   |
| Subject                  |   |
| <b>conceptTopic</b>      | <a href="#">Pain--prevention &amp; control--Advertisements.</a>   |
| <b>conceptTopic</b>      | <a href="#">Pain--Treatment</a>   |
| <b>conceptTopic</b>      | <a href="#">Pharmaceutical Solutions--Advertisements</a>  |
| <b>conceptTopic</b>      | <a href="#">Pain--drug therapy--Advertisements.</a>   |
| <b>conceptTopic</b>      | <a href="#">Drugs, Non-Prescription--Advertisements</a>   |
| <b>conceptTopic</b>      | <a href="#">Patent medicines</a>  |
| <b>conceptTopic</b>      | <a href="#">Analgesics--Advertisements</a>  |
| <b>descriptiveTopic</b>  | <a href="#">Girls</a>   |
| <b>descriptiveTopic</b>  | <a href="#">Women</a>   |
| <b>descriptiveTopic</b>  | <a href="#">Sidewalks</a>   |
| Name                     |   |
| <b>publisher</b>         | <a href="#">Auburn Drug and Chemical Company</a>  |
| <b>repository</b>        | <a href="#">Louise M. Darling Biomedical Library. History &amp; Special Collections</a>   |
| Description              |   |
| <b>inscription</b>       | Front: Use Kilbourne's Pain Stop. See other side.   |
| <b>inscription</b>       | "1.00" is written in pencil on the top right and lower left corners of the card on the reverse side.  |
| <b>inscription</b>       | Additional text from back of card: How to use it and when. For local pains in joints, muscles, or flesh, whether Rheumatic or Neuralgic, whether caused by sprains, strains, or bruises, you should apply it freely to the parts - rub it in and expect to be happy. Toothache, caused by ulceration, brought about by cold or otherwise, may be cured by applying on cotton in the cavity, bathing the jaw inside and out, and taking fifteen drops in hot sweetened water... Colds and chills yield quickly to a dose of fifteen to thirty drops in hot water, sweetened, taking it once in two or three hours, until relief is secured. Cramps and colic, and all internal pains, are relieved in a few moments by taking fifteen to thirty drops as above. For Cholera morbus take fifteen to twenty drops in hot sweetened water once an hour while pains continue. It will not cure bad cases of diarrhoea, but will relieve the pain in all cases... Price 25 cents. Made by Auburn Drug and Chemical Company, Auburn, ME. Sold by all Druggists and Dealers in Medicines. |
| <b>note</b>              | Front of card depicts a smiling woman in an old-fashioned rose colored dress with a bustle. She is wearing a matching bonnet and holding a parasol. She is holding hands with a young girl wearing a yellow dress with a wide blue sash and a blue hat with a wide brim. They are standing on the sidewalk of a tree-lined street looking at an advertisement for Kilbourne's Pain Stop. Reverse side is text only.   |
| <b>note</b>              | Original trade card forms part of: Collection no. 311, History & Special Collections for the Sciences, Louise M. Darling Biomedical Library, UCLA.  |
| Publisher                |   |
| <b>placeOfOrigin</b>     | Auburn (Me.)  |
| Date                     |   |
| <b>normalized</b>        | 1870/1899   |
| <b>publication</b>       | [between 1870 and 1899?]  |
| Type                     |   |
| <b>genre</b>             | <a href="#">trade cards</a>   |
| <b>typeOfResource</b>    | <a href="#">still image</a>   |
| Format                   |   |
| <b>dimensions</b>        | 7.1 x 10.4 cm.  |
| <b>extent</b>            | 1 print (trade card)  |
| Language                 | <a href="#">eng</a>   |
| Coverage                 |   |
| <b>geographic</b>        | <a href="#">United States</a>   |
| Rights                   |   |
| <b>copyrightStatus</b>   | <a href="#">pd</a>  |
| <b>publicationStatus</b> | <a href="#">published</a>   |

### *Entry of Diacritics and Special Characters*

Choose one of the following methods:

- 1) Copy and paste characters from the Unicode Tool (available under Start >> All Programs on Center workstations).
- 2) Copy and paste text from Connexion or the LC authority file at <http://authorities.loc.gov>

### **Reference Sources**

- [A Brief History of Trade Cards](#)
- [History of the Comstock patent medicine business and Dr. Morse's Indian Root Pills](#)
- NLM's [Here today, here tomorrow : varieties of medical ephemera](#)
- NMAH's [Balm of America : patent medicine collection](#)
- [The Toadstool millionaires](#)
- Vanderbilt's [Patent Medicine Collection](#)
- Wikipedia's [Patent Medicine](#) entry

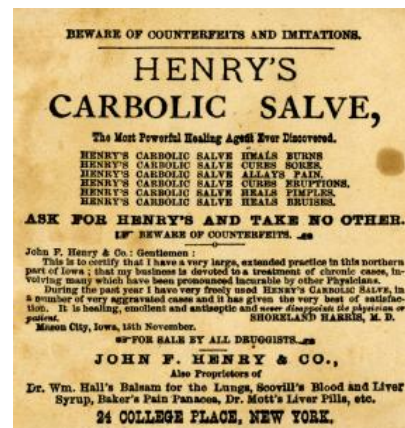
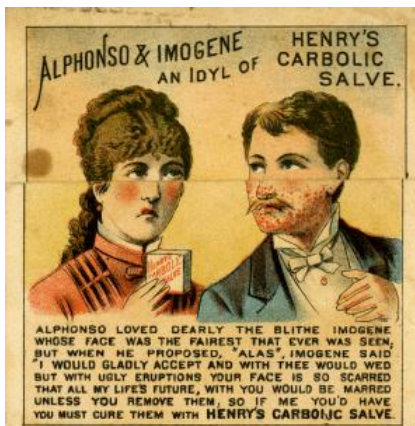
### **Statistics**

Currently there is no easy automated means of tracking statistics for completed cards. Individuals' stats will be tracked via an Excel spreadsheet, and reported out when the project is completed.

## Notes on Titles

The cataloger must decide whether printed text constitutes a title. Follow the approach below:

- Consider candidate wording for title based on **prominence** and **uniqueness**. As a general rule, prefer taking the title from the portion of the card that is illustrated, which is also generally considered to be the “front” of the card.



In this example, the prominent text on the illustrated side of the card is short enough to make a suitable choice for Title. In addition, *Alphonso & Imogene: an Idyl of Henry's Carbolic Salve* is more likely to be a unique title than *Henry's Carbolic Salve*. Based on the presentation on the back of the card, *Henry's Carbolic Salve* can be given in **Alternate Title**.

## Notes on Subject Analysis

Assign index terms that describe “what the image is of” as well as “what the image is about.” For this project, follow the procedures outlined above:

- Use *Thesaurus for Graphic Materials I: Subject Terms* for indexing both **ofness** and **non-medical aboutness** of the card.
- Assign terms missing from TGM I at the level of specificity appropriate to subjects depicted. Code those terms as *local*.

- Use LCSH & MeSH for overall **medical-** or **drug-related** purpose and subjects of the card.
- For name (personal, corporate) and geographic headings (when needed), use Library of Congress Name Authority File

Note:

- Index “images of” (what is depicted) not any captions or descriptions of images.
- Depth of indexing: If there are many images on a card, index only the most significant images depicted. Provide information about un-indexed images in the Description.note field. If the focus or significance of the images is not immediately clear, consider whether or not the image is informative about the subject of the card, or whether researchers interested in that term would appreciate being brought to this card. [See *Introduction* to TGM I: <http://www.loc.gov/rr/print/tgm1/toc.html>]

References

Parker, E. B. (1982). *Graphic Materials: Rules for Describing Original Items and Historical Collections*. 1982. Updated in August 1997 on the Cataloger's Desktop.

## Appendix:

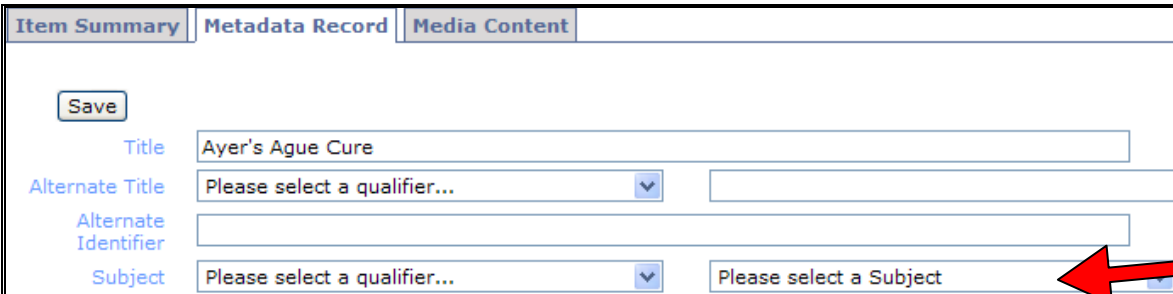
### Working with Controlled Fields in DLCS

Overall summary of procedure:

1. For any data element that is controlled, first try to locate the term in a pull down list on the Data Entry screen.
2. If it is not there, use the navigation bar to go to the Control Values screen. Look to see if the heading has been used for another digital library project and if so, add it for use in this project.
3. If the term cannot be found in DLCS, consult outside sources to find the established heading or term. If not found, use rules and guidelines for formulating new headings and enter in DLCS via Control Values screen.
4. **Make screenprints of all new name or subject headings** added to DLCS, write your initials and the date on the printouts, and pass along to the Authority/Database Maintenance Section for their review.

Detailed procedures:

1. Look for the term in the pull-down list available on the pull-down for the applicable data element on the Data Entry screen. Example, for Subject:



The screenshot shows the 'Media Content' tab of the DLCS interface. It features a 'Save' button and several input fields. The 'Title' field contains 'Ayer's Ague Cure'. The 'Alternate Title' field has a dropdown menu with 'Please select a qualifier...' and an empty text box. The 'Subject' field also has a dropdown menu with 'Please select a qualifier...' and a text box containing 'Please select a Subject'. A red arrow points to the dropdown arrow of the Subject field.

For ease of entering the list at a particular point in the alphabet, enter the initial character of the term you are looking for. Enter that character multiple times to move down the alphabetical list.

If the term is found, click on it once to enter it in the Data Entry box, in place of "Please select a Subject."

Item Summary Metadata Record Media Content

Save

Title Ayer's Ague Cure

Alternate Title Please select a qualifier...

Alternate Identifier

Subject Please select a qualifier...

Emotions : MESH  
 Ointments : MESH  
 Pain : MESH  
 Pain--Treatment : LCSH  
 Pain--prevention & control : MESH  
 Pain--therapy : MESH  
 Pharmaceutical Solutions : MESH  
 Phenol--therapeutic use : MESH  
 Phytotherapy : MESH  
 Sidewalks : TGM  
 Skin--Diseases--Treatment : LCSH  
 Swings : TGM  
 Please select a Subject

2. If the needed term cannot be found, first hit the “Save” button at the bottom of the screen to preserve your work up to this point. Then look for the “Control Values” link on the navigation bar across the top of the Data Entry screen:

UCLA LIBRARY | Digital Library Collection System

Data Entry Switch Project Search My Account Control Values

Item Summary Metadata Record Media Content

Move to the Control Values screen, and select the appropriate Core Term (i.e. Name, Subject, etc.):

### Map qualifiers to core descriptive terms

Core Term Subject (Subject) Source

Filter Results

Type (Type)  
 Rights (Rights)  
 Subject (Subject)  
 Name (Name)  
 Language (Language)

Click on the “Filter Results” button.

The pull down list under Source can be used to filter to a list of terms from only one particular vocabulary:

### Map qualifiers to core descriptive terms

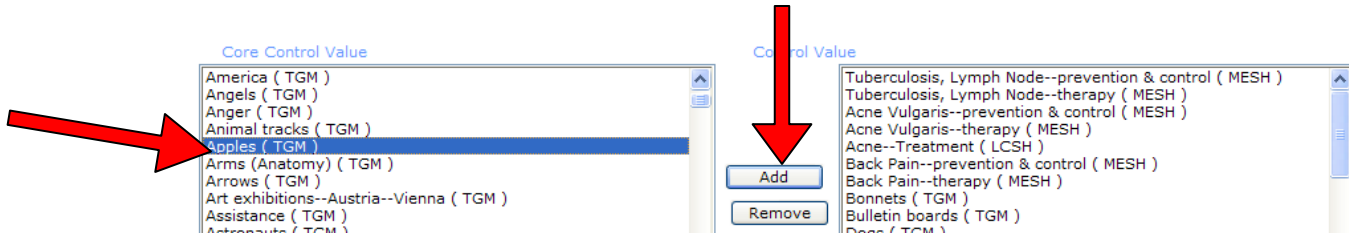
Core Term Subject (Subject) Source

Filter Results

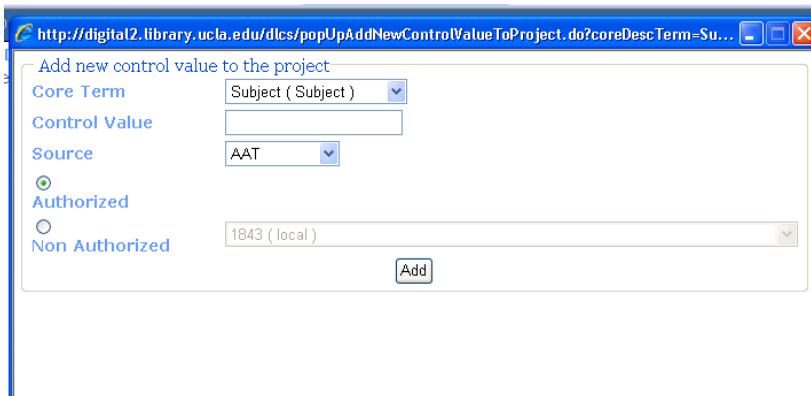
AAT  
 COHR  
 OHBS  
 Local - 650  
 copyrightMD  
 LCSH

The list on the right side under “Control Value” represents every Subject already authorized for use in the project. Those terms are what DLCS makes available in the pull down list on the Data Entry screen cited earlier.

The list to the left under “Core Control Value” represents all the terms authorized for use in at least one other digital library project. To add a term to the current project, highlight the term on the left and click the “Add” button in the middle of the screen to move it from the left list to right list.



3. If the desired term is not available yet in the “Core Control Value” list, find it in the appropriate thesaurus or authority file. Then click the “Add New” button to receive a pop-up window for adding new terms to the list:



Fill in the term in “Control Value.” Select the applicable vocabulary under the pull down list for “Source.” Choose the Authorized radio button. **Make a screen print of every new value added**, write your name and initials on it, and pass to the Authority/Database Maintenance Section for their review. Click on the Add button.

http://digital2.library.ucla.edu/dlcs/popUpAddNewControlValueToProject.do?core

Add new control value to the project

Core Term: Subject ( Subject )

Control Value: Frogs

Source: TGM

Authorized  
 Non Authorized

Tuberculosis, Lymph Node--prevention & control ( MESH )

Add

Pressing the Add button will send the new term directly to the Control Value list on the right side of the screen:

Core Control Value

Film stills ( TGM )  
Fingers ( TGM )  
Firearms ( TGM )

Control Value

Flowers ( TGM )  
Frogs ( TGM )  
Girls ( TGM )

4. Return to the Data Entry screen via that link in the navigation bar at the top of the screen. The record you were last editing will appear highlighted on left-side navigation pane.

On the Data Entry screen look for the newly-established term in the pull down list and assign it to the image.

Repeat these procedures as often as necessary to cover all the controlled terms needed.

Note: The indexing of new terms should be immediate.